

S-E-C-R-E-T

18 December 1957

25X1A

SUGGESTION NO. 58-168: dated 28 October 1957

GP-\$3.27 (GS-11)

Master Mechanic, Electrician
Printing Services Division, OL, DD/S

A. Summary of Suggestion

The suggester proposes that a slant-back metal viewing board be installed on each layout table and at the press inspection tables to hold original copy for comparison viewing. Each board should be equipped with sufficient permanent magnets to hold copy to said board in an upright position. It is estimated that it would cost approximately \$15.00 for each conversion. This will prevent damage to copy (some is borrowed and valuable) and will save labor time.

B. Summary of Evaluations

On 24 October 1957, the Office of Logistics stated:

"The suggestion of using metal viewing boards with magnets to hold original copy in place has been adopted by the Printing Services Division Administration Building Plant. It is felt that this is the only PSD component which uses enough large size copy to justify the expenditure.

"Although this is not a new idea, it is unique in its application to this plant since the original copy is carried through each operation in processing the material. On occasions errors have been made because there was no convenient facility available for comparison viewing. It is realized that this suggestion is not a 'sure cure' to eliminate errors, but by making it convenient for the employee to have the copy within viewing distance, he can more easily check his work.

"Any award for this suggestion would have to be based on intangible savings since it would be impossible to estimate the number of errors which might be avoided by implementation of this suggestion. A single error could cost several hundred dollars. It is recommended that this suggestion be forwarded to TSS for possible application."

On 12 November 1957, the Chief, TSS/ [REDACTED] stated:

"...This suggestion has little value to [REDACTED] because of the manner in which original copy must be checked against reproductions and vice-versa."

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Sugg. No. 58-168 Contd.

C. Line of Duty Status

Not in line-of-duty. (Master Mechanic, Electrician)
(Copy of job description attached)

D. Executive Secretary's Recommendation

1. Recognize adoption of suggestion by Printing Services
Division.

2. Award of \$10-25 based on intangible benefits
(Slight-Limited)

E. Decision of Committee

☒ Adopted

15 Award

☐ Letter of Appreciation

☐ Not Adopted



*moved #13
seconded*

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POSITION DESCRIPTION

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1. POST NUMBER

2. CAREER SERVICE DESIGNATION		3. BASIC CODE		4. AREA KNOWLEDGE CODE		5. DUTY STATION	
Approved For Release 2000/08/15 : CIA-RDP80-00832A000200090037-6		none		none		1537	
6. REASON FOR SUBMISSION (E.G., CHANGE OF DUTIES, CLASSIFICATION SURVEY, ETC.) IDENTIFY OLD POSITIONS BY TITLE, SCHEDULE, OCCUPATIONAL CODE, GRADE, POSITION NO.						7. PLACEMENT DIVISION CONCURRENCE	
Classification Review <i>Supp</i> #58-168						DATE:	
B. ACTION	POSITION TITLE			SCHEDULE	OCCUPATIONAL CODE	GRADE	INITIALS
A.							
B. CWD	Master Mechanic			GP	6070.02		
C. INITIATING OFFICE							
9. ORGANIZATIONAL TITLE OF POSITION (IF ANY)				10. NAME OF EMPLOYEE (Last) (First) (Middle) IF VACANCY, SPECIFY			
11. ORGANIZATIONAL LOCATION OF POSITION				12. CERTIFICATION			
A. OFFICE				This is a complete and accurate description of the duties and responsibilities of this position			
B. DIVISION OR STAFF				A. EMPLOYEE		DATE	
Office of Logistics							
Assistant Chief				B. SUPERVISOR			
C. BRANCH				C. OFFICE REPRESENTATIVE			
Printing Services Division							
D. SECTION				D. CWD			
Production Staff							
E. UNIT							
13. DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS							
<p>1. DUTIES AND RESPONSIBILITIES</p> <p>Under supervision of the Chief, Production Staff serves as the Division Master Mechanic and provides basic data and recommendations on mechanical, electrical, ventilation and utilities required in maintenance, or movement of all Division major equipment; provides liaison with mechanics of contractors. Where required, serves as working leader and escort to GSA, GPO, or contractors, laborers, mechanics or technicians; and makes such certifications as are required upon completion of contractual maintenance, installation, or repair work done in the Administration Building Plant or movement of major equipment anywhere in Printing Services Division jurisdiction.</p> <p>1. After inspections of major equipment and approval of recommendations of overhaul, movement, or alteration assemblies, basic contract information, including size, serial no. of major parts and components, type of activity i.e. replacement, renewal, specifications for installation, electrical components, need for air pressure, vacuum, space, special components etc. to assure the workorder and final certifications can be completed with minimum amendment.</p> <p>2. Works closely with the Chief, Supply and Services Section in providing detailed data for purchase of major equipment and essential accessories, assures documentation of emergency maintenance and repair requirements occurring on night shift or during minor maintenance where such action will assure a minimum of lost machine time.</p>							

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3. Reviews space and utility facilities proposed for the installation of major equipment and assures such equipment will function within the area calling for knowledge of heat, humidity, electrical power, foundations, the effects of vibration on the area and operation of auxiliary machines; and other mechanical factors affecting the use of major printing equipment, including cameras, presses, and type casting machines.

4. Develops and recommends action on preventative maintenance schedules personally making condition inspections and estimates lost machine time in order to assure best use of plant, GPO, GSA, or contract personnel in returning equipment to full use.

5. Makes adjustment and major repairs to all types of equipment which can most efficiently be serviced in the Plant and reassembles presses, typesetting machines, and other equipment overhauled or for which factory overhaul setting of intricate adjustments has been accomplished. Makes out reports of activities and recommends action on recommendations of pressmen and machine operators for adjustment or repair of equipment.

6. Makes inspections for plant hazards in electrical, chemical, mechanical, or other areas where combustion or other dangers exist and initiates action to correct or alleviate hazardous conditions.

7. Makes such emergency and preventative maintenance corrections to equipment, requiring skills as machinist, refrigeration and vacuum pump repairman, electrician, plumber, mason, and welder.

II. SUPERVISION RECEIVED

Receives administrative supervision from the Chief of the Production Staff. Guidelines include technical specifications for heavy equipment and the guides available to journeymen mechanics in machine, electrical, refrigeration, plumbing, air conditioning and related fields. Work assignments include requests to provide plans for maintenance of expensive heavy equipment and for recommendations whenever press or printing equipment operation does not provide the degree of accuracy or efficiency expected. Review of work is made for satisfactory performance of equipment and minimum loss of machine time for installation or maintenance work required.

III. NOTE

The volume of heavy equipment movement, purchase or major repair is cyclical in nature and work leader responsibilities may not be found for long periods while they may be very extensive for other periods. Evaluation is therefore based upon the continuing responsibility for any major movement or installations of Division Printing and associated equipment.

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